

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

46-02

11/8/02

FEDERAL HOLIDAYS IN 2003

I. PURPOSE

This notice announces:

- A. Federal holidays in 2003.
- B. Rules for determining the day of observance when a holiday falls on a full-time employee's nonworkday.
- C. Dates that employees observe holidays when their shifts span 2 calendar days.

II. HOLIDAYS IN 2003

Under Title 5 U.S.C. Section 6103, the following are legal holidays in 2003:

New Year's Day	January 1 (Wednesday)
Martin Luther King's Birthday	January 20 (Monday)
Washington's Birthday	February 17 (Monday)
Memorial Day	May 26 (Monday)
Independence Day	July 4 (Friday)
Labor Day	September 1 (Monday)
Columbus Day	October 13 (Monday)
Veterans Day	November 11 (Tuesday)
Thanksgiving Day	November 27 (Thursday)
Christmas Day	December 25 (Thursday)

III. DEFINITIONS

- A. **Administrative Workweek.** The period of 7 consecutive calendar days from 12:00 midnight Saturday to 12:00 midnight the following Saturday.

DISTRIBUTION:
All Employees

NOTICE EXPIRES:
January 1, 2004

OPI:
HRD – Classification and
Compensation Policy Branch

B. **Regularly Scheduled Tour of Duty.** The work requirements that are scheduled for an employee before the start of the administrative workweek. It is specific on the days and exact clock hours of the work requirement and sets the required reference points for leave and pay administration for the employee.

C. **In Lieu of Holiday.** The day designated for observance when the legal holiday falls on an employee's nonworkday.

IV. **DETERMINING THE DAY FOR OBSERVANCE OF THE HOLIDAY**

The day set for an employee's observance of a holiday depends on the employee's tour of duty and the status of the day on which the holiday falls. Rules fixed by statute and executive order govern selection of the day.

A. **Full-Time Employees.**

1. If the legal holiday falls on a:

a. **Scheduled Workday.** The holiday is observed on that day. Employees who are relieved or prevented from working on the holiday are entitled to basic pay for the number of hours of the basic tour of duty they would have worked if the day had not been a holiday. Employees who are required to work on the holiday would be entitled to premium pay for the hours worked. This premium pay would be in addition to their basic pay.

b. **Sunday Nonworkday.** Employees observe the holiday on their **next** scheduled workday.

c. **Nonworkday Other Than Sunday.** Employees observe the holiday on the workday immediately before their nonworkday. (**EXAMPLE:** An employee works a 5-4/9 compressed work schedule with the first Monday of the pay period the scheduled day off. A legal holiday falling on the nonworkday (first Monday) is observed on the preceding **Friday**.)

d. **Special Rule for the Sunday Through Thursday Tour of Duty.** The **first** of the consecutive nonworkdays is designated the "Sunday-equivalent" for applying the guidelines in Subparagraph A. 1. (**EXAMPLE:** An employee with a Sunday through Thursday tour of duty observes a legal holiday falling on Friday on the following Sunday. When the legal holiday falls on Saturday, the holiday is observed on the preceding Thursday.)

2. Attachment 1 shows the "off" days for each holiday for employees whose regularly scheduled basic workweek is 5 days per week, 8 hours per calendar day.

3. Employees working a shift that spans 2 calendar days should refer to Paragraph V.

4. Employees with alternative work schedules should refer to the general guidelines in Subparagraph A. 1. and FSIS Directive 4610.5, Alternative Work Schedules.

B. Part-Time, Intermittent, and Temporary Employees.

1. Part-time employees:

a. Observe the Federal holidays listed in Paragraph II. when the holiday falls on a day that is **included** in their regularly scheduled tours of duty. If they are excused from duty on a holiday, they receive basic pay for all hours of the day's scheduled tour of duty. If they work on the holiday, they receive premium pay for the hours worked, in addition to their basic pay.

b. Are **NOT** entitled to "in lieu of" holidays. **EXCEPTION:** Part-time employees may be excused from work and be granted administrative leave if the office or work location is completely closed due to an "in lieu of" holiday for all full-time employees.

2. **Intermittent employees** do not receive pay for Federal holidays. However, these employees do receive basic pay for hours actually worked on a holiday. (**EXAMPLE:** An intermittent employee who works 4 hours on a holiday would receive 4 hours of basic pay.)

C. Inspection Personnel. The inspector-in-charge or the supervisor:

1. Notifies establishment officials of specific calendar days inspection personnel will take as holidays according to the provisions in this notice.

2. Posts the scheduled holidays to be taken on the bulletin board in the Government office. Attachment 1 may be used for this purpose, when appropriate.

V. SHIFTS SPANNING 2 CALENDAR DAYS

An employee whose shift spans 2 calendar days is excused from work for the entire shift that **BEGINS** on the holiday. **EXAMPLE:** An employee's tour of duty is Sunday through Thursday, 11:00 p.m. to 7:30 a.m. In 2003, the employee observes:

A. **New Year's Day** on the shift that begins at 11:00 p.m. on Wednesday, January 1, 2003. The shift that begins at 11:00 p.m. on Tuesday, December 31, 2002, is a regular workday for the employee.

B. **Martin Luther King's Birthday** on the shift that begins at 11:00 p.m. on Monday, January 20. The shift that begins at 11:00 p.m. on Sunday, January 19, is a regular workday for the employee.

C. **Washington's Birthday (President's Day)** on the shift that begins at 11:00 p.m. on Monday, February 17. The shift that begins at 11:00 p.m. on Sunday, February 16, is a regular workday for the employee.

D. **Memorial Day** on the shift that begins at 11:00 p.m. on Monday, May 26. The shift that begins at 11:00 p.m. on Sunday, May 25, is a regular workday for the employee.

E. **Independence Day** on the shift that begins at 11:00 p.m. on Sunday, July 6. The shift that begins at 11:00 p.m. on Thursday, July 3, is a regular workday for the employee.

F. **Labor Day** on the shift that begins at 11:00 p.m. on Monday, September 1. The shift that begins at 11:00 p.m. on Sunday, August 31, is a regular workday for the employee.

G. **Columbus Day** on the shift that begins at 11:00 p.m. on Monday, October 13. The shift that begins at 11:00 p.m. on Sunday, October 12, is a regular workday for the employee.

H. **Veterans Day** on the shift that begins at 11:00 p.m. on Tuesday, November 11. The shift that begins at 11:00 p.m. on Monday, November 10, is a regular workday for the employee.

I. **Thanksgiving Day** on the shift that begins at 11:00 p.m. on Thursday, November 27. The shift that begins at 11:00 p.m. on Wednesday, November 26, is a regular workday for the employee.

J. **Christmas Day** on the shift that begins at 11:00 p.m. on Thursday, December 25. The shift that begins at 11:00 p.m. on Wednesday, December 24, is a regular workday for the employee.



Acting Deputy Administrator
Office of Management

Attachment

1 Federal Holidays in 2003 for Full-Time Employees

FEDERAL HOLIDAYS IN 2003 FOR FULL-TIME EMPLOYEES ¹

LEGAL HOLIDAY	MONDAY THROUGH FRIDAY	SUNDAY THROUGH THURSDAY	TUESDAY THROUGH SATURDAY	OTHER³
New Year's Day January 1 (Wednesday)	January 1 Wednesday	January 1 Wednesday	January 1 Wednesday	
Martin Luther King's Birthday January 20 (Monday)	January 20 Monday	January 20 Monday	January 18² Saturday	
Washington's Birthday February 17 (Monday)	February 17 Monday	February 17 Monday	February 15² Saturday	
Memorial Day May 26 (Monday)	May 26 Monday	May 26 Monday	May 24² Saturday	
Independence Day July 4 (Friday)	July 4 Friday	July 6 ² Sunday	July 4 Friday	
Labor Day September 1 (Monday)	September 1 Monday	September 1 Monday	August 30² Saturday	
Columbus Day October 13 (Monday)	October 13 Monday	October 13 Monday	October 11² Saturday	
Veterans Day November 11 (Tuesday)	November 11 Tuesday	November 11 Tuesday	November 11 Tuesday	
Thanksgiving Day November 27 (Thursday)	November 27 Thursday	November 27 Thursday	November 27 Thursday	
Christmas Day December 25 (Thursday)	December 25 Thursday	December 25 Thursday	December 25 Thursday	

¹ The information on holiday observance shown in this chart does not apply to employees working a compressed or flexible tour of duty or to employees working shifts that span 2 calendar days. Refer to the body of Notice for further guidance.

² This is the "in lieu of" day for actual observance of the legal holiday.

³ This column may be used to enter days off for employees on flexible or compressed work schedules.